

Standing orders for procedures of ScanBalt MTÜ

Procedures for the General Assembly

1. Tasks of the General Assembly

The General Assembly approves the statutes.

The General Assembly decides on liquidation of ScanBalt.

The General Assembly decides on membership fees.

The General Assembly may decide to instruct the Executive Committee regarding future developments and activities of ScanBalt.

The General Assembly may elect up to 6 representatives amongst the institutional members for the Executive Committee.

2. Chairman of the General Assembly

The ScanBalt Chairman chairs the General Assembly.

The ScanBalt Chairman determines all procedural questions regarding the discussion by the General Assembly of the items and the recommendations from the General Assembly.

3. Organization of Meetings of the General Assembly

The Chairmanship prepares the General Assembly.

The General Assembly is to be held preferably in connection with major events arranged by ScanBalt.

The costs for the General Assembly should preferably be covered by the participation fees for the event in question. Costs related to transportation or accommodation of the participating members is covered individually by the participants.

4. Call for General Assembly

Call for General Assembly is the responsibility of the ScanBalt Chairman.

The call for General Assembly has to be announced by e-mail to all registered members and made public on the web not later than 4 weeks prior to the meeting.

The call shall have an agenda with all issues and proposals to be treated by the General Assembly.

5. Agenda of General Assembly

Issues for the General Assembly shall include

1. Election of Rapporteur of the General Assembly
2. Approval of the agenda
3. Report from the ScanBalt Chairman on activities and achievements in the past year.
4. Presentation of latest annual account approved by the Chairmanship and a certified auditor.
5. Membership fees
6. Issues proposed by the members or the Executive Committee
7. Recommendations to the Executive Committee
8. Any other matter

6. Voting at the General Assembly

Delegates who are not able to be present in person may, prior to the General Assembly, cast their vote by power of attorney to another delegate. Each delegate can only cast the vote on behalf of one other delegate.

7. Minutes of General Assembly

Minutes are forwarded by e-mail to the members within 1 month after the General Assembly.

The Chairman and the Rapporteur of the General Assembly shall sign the minutes.

Procedures for the Executive Committee

1. Representation/Election of Members to the Executive Committee

The Executive Committee shall have one representative from each Founding member. Founding members are members paying Founding member fee. The Executive Committee (see below) accept with 2/3 majority new Founding members.

The Executive Committee shall have up to 6 representatives from Institutional members elected by the General Assembly.

The Executive Committee can elect up to 5 co-opted members of strategic interest for ScanBalt. Co-opted members shall be accepted by 2/3 majority of the Executive Committee.

2. Tasks of the Executive Committee

The primary task of the Executive Committee is to outline the strategies for development of ScanBalt based on the ScanBalt vision and values. The Executive Committee is responsible for the activities of ScanBalt and for the observance of the Statutes.

The Executive Committee has the authority to decide on and execute all matters that are relevant to ScanBalt, except those that explicitly require approval by the General Assembly.

The Executive Committee has the responsibility of establishing and reviewing standing orders for the ScanBalt Secretariat and the General Secretary.

The Executive Committee shall prepare the General Assemblies, assisted by the ScanBalt Secretariat, and implement the decisions of the General Assembly.

3. Election of the Chairmanship

The Executive Committee shall elect the Chairmanship for the term of two years.

If the Chairmanship will be elected with two or more members, the Chairmanship shall elect the Chairman and Vice Chairmen and the Secretary General. The chairmen are elected by simple majority.

4. Tasks of the Chairman

The Chairmanship shall:

- Convene the Executive Committee at least twice a year or at the request of one or more of its members of such Executive Committee meetings;
- Draw up a provisional agenda, which shall be sent together with the invitation and an updated list of the members of the Executive Committee at least four weeks in advance;
- Be responsible for the proper functioning of the Executive Committee and the ScanBalt;
- Shall control that bookkeeping and administration of the financial assets happens in a satisfactory way for ScanBalt.

The ScanBalt Chairman shall have the right to invite guests to the meetings of the Executive Committee. Subject to prior notification and to the approval of the Chairman, members can be accompanied by an observer.

In preparing the meetings, the Chairman shall co-operate closely with the Vice Chairmen and the Secretary General in delegating the tasks.

The meetings of the Executive Committee shall whenever possible be kept in connections with events in ScanBalt BioRegion, where members of ScanBalt are already present. Any practical arrangements including related expenses will preferably be covered by the hosting country or organization. At request, the Secretariat can assist with practical arrangements for meetings.

5. Meetings of the Executive Committee

The ScanBalt Chairman leads the meetings in agreement with the standing orders.

Call for meeting of the Executive Committee is the responsibility of the Chairman.

The call has to be announced by e-mail, fax or letter not later than 4 weeks prior to the Executive Committee meeting.

The call shall have an agenda with all issues and proposals to be treated by the Executive Committee.

6. Agenda of Executive Committee

The agenda of the Executive Committee shall have the following obligatory items

1. Approval of the agenda
2. Approval of minutes from last meeting

3. Status report from the Chairman and General Secretary with activities and achievements of ScanBalt since last meeting
4. Financial report from General Secretary
5. Date for the next meeting of the Executive Committee
6. Any other matter

7. Rules of decision making

All decisions are adopted by simple majority of the votes cast including mandates unless otherwise indicated. In case of parity of votes, the vote of the Chairman is decisive.

Members can in writing mandate their vote to one other member of the ExCo if they cannot be present themselves.

Decisions on issues of major importance to the Association should be avoided when not all Executive Committee members have been informed about the matter.

If a decision needs to be taken before the next Executive Committee meeting, the Chairman can invite an extraordinary Executive Committee meeting, which can be held over electronic channels.

8. Minutes of Executive Committee Meetings

Minutes on the Executive Committee meetings are to be taken by the Secretary General (Rapporteur) from and shall be signed by the Chairman and the Rapporteur. The minutes shall be forwarded to the Executive Committee members within one month from the meeting.

9. Daily operations

The General Secretary is responsible for daily operation of the Association, including book keeping and financial reports in agreement with the relevant law and directives.

The Executive Committee is responsible for establishment and maintenance of standing orders for the General Secretary, the guidelines for the essential activities of ScanBalt, for the sharing of work and responsibilities between Executive Committee, Chairmanship and General Secretary and for the competences of the General Secretary regarding finances and other necessary areas.

Procedures for Membership

1. Application for Membership

Application for Founding membership (FOU) shall be presented for the Executive Committee by e-mail, letter or fax. The Executive Committee decides on FOU by 2/3 majority of the vote's cast of the Executive Committee.

Application for Institutional (INST) or Individual membership (IND) shall be presented for the Secretariat by e-mail, letter or fax. Institutional Membership is decided upon by simple majority of the votes cast of the Chairmanship. Individual Membership is decided upon by the Secretary General.

2. Termination of Membership

Termination of a ScanBalt Founding membership must be done in writing to the Executive Committee at least 6 months before the end of the financial year.

Termination of a ScanBalt Institutional membership must be done in writing to the Secretary General at least 6 months before the end of the financial year.

Termination of Individual membership can be done by e-mail and will take effect immediately.

3. Exclusion of Members

The Executive Committee can with 2/3 majority decide to exclude a member.